

## PUBLIC HEALTH VITAL RECORDS ADMINISTRATOR

DESCRIPTION OF WORK

This is administrative work involving the direction and coordination of the State Vital Records System in the Division of Epidemiology.

The employee is responsible for the acquisition and custody of accurate and complete registry of all births, deaths, adoptions, marriages, and divorces occurring within the State. Work includes the supervision of unit supervisors responsible for the activities of clerical personnel engaged in the receipt, processing, and custody of records of vital statistics and the issuance of certified copies of such records. Frequent contacts are maintained with North Carolina Medical Society, State Board- of Embalmers and Funeral Directors, North Carolina Register of Deeds Association, North Carolina Association of Clerks of Court, Attorney General's Office, Institute of Government, School of Public Health in Chapel Hill, and National Center for Health Statistics. Supervision is received from the Division Director through reports and conferences to determine compliance of general work plans with division/agency policies and to assess accomplishments.

EXAMPLES OF DUTIES PERFORMED

Approves the planning and implementation activities of the unit supervisors responsible for the work of clerical personnel in the collection, correction, certification, verification, preservation, and filing of all types of vital records.

Interprets legislative needs based on problem areas and drafts appropriate legislation; appears before senate and house committees in justification of proposed legislation and to interpret existing legislation. Attends meetings of local, state, and federal organizations to interpret and promote improved registration and certification of vital records.

Establishes and maintains cooperative relationships with physicians, coroners/medical examiners, funeral directors, local registrars, registers of deeds, and clerks of court.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

Considerable knowledge of current office procedures, practices, and equipment including records system.

General knowledge of the State and Federal laws, rules, and regulations pertaining to registration and certification of births, deaths, still births, adoptions, marriages, and divorces.

General knowledge of personnel policies and procedures.

Ability to interpret State and-Federal laws pertaining to public health vital records.

Ability to plan and direct the activities of a large group of subordinate employees.

Ability to express opinions clearly and concisely in oral or written form.

Ability to establish and maintain working relationships with subordinate employees, agency personnel, and the general public.

NC 01679

Minimum Education and Experience

Graduation from a four-year college or university preferably with a degree in public administration or business administration and four years of administrative experience including some experience related to records systems and reporting procedures; or an equivalent combination of education and experience.

PREPARED BY  
NORTH CAROLINA STATE PERSONNEL DIVISION

June 1972